

IDAHO EMS TRAINING STANDARDS

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IDAHO *EMS* BUREAU

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DEFINITIONS

Affective Training Objective: A behavioral-based component of the curriculum.

Allied Health Care Professional: An individual certified or licensed by a professional licensing board.

ALS Skill Instructor: A skill instructor for a Paramedic training program approved by the course medical director based on credentials for the objectives being taught.

Approved Course: A course for certification or refresher training that has been authorized by the EMS Bureau.

Approved Curriculum: A document approved by the State Health Officer containing an instructor guide, course objectives and declarative material for a defined level of training.

BLS Skill Instructor: An EMS Bureau approved instructor at the First Responder or Basic EMT level responsible for the delivery and evaluation of the skills objectives of an approved training course.

Bridge Course: The Idaho EMS approved First Responder to Basic EMT Bridge course.

Certification: A credential issued to an individual by the EMS Bureau for a specific period of time indicating that minimum standards corresponding to one or several levels of EMS proficiency have been met.

Certification Examination: A test of entry level knowledge corresponding to the level of certification sought which is approved by the State Health Officer.

Certified Personnel: Individuals who have completed training and successfully passed examinations of training and skills proficiency in one (1) or several levels of emergency medical services, who have been issued a certification by the EMS Bureau.

Classroom Training Facility: The physical location that will be utilized to conduct the didactic training required for the course.

Clinical Evaluation: The evaluation of (a) clinical skill(s) in a setting designated by the medical director or their designee.

Clinical Training: The training component within an approved course where the student learns to apply the course objectives in the clinical environment, under the direct supervision of an approved preceptor.

Clinical Training Site: An appropriate location and environment for the purpose of providing precepted training to meet the objectives of the approved training course.

Cognitive Training Objective: A knowledge-based component of the curriculum.

Continuing Education: Prepared training sessions related to the objectives of the initial training course or curriculum, or that are a logical progression of those objectives.

Course Coordinator: A representative of the sponsoring agency who is responsible for overall administrative management of the course.

Course Medical Director: A licensed Idaho physician who agrees to oversee training courses as

described within the *EMS Training Standards Manual*.

Didactic Training: Instructional sessions consisting of cognitive and affective objectives of the curriculum.

DOT NHTSA NSC: U.S. Department of Transportation National Highway Traffic Safety Administration National Standard Curricula, posted at:
www.nhtsa.dot.gov/people/injury/ems/nsc.htm

Field Internship: The educational component of training, within an approved course, where the student is evaluated by an approved preceptor while performing actual EMS patient care in the field.

Field Internship Site: Locations where students perform the objectives learned in the classroom on actual EMS patients. Field internship sites are required to be appropriate to objectives of the training program curricula.

Field Performance Evaluation: The concurrent or retrospective evaluation by the medical director or designee of skills performed in the field setting.

Guest Instructor: An individual utilized in a training course for the delivery of specific information based upon having expertise associated with the objectives being taught.

Idaho EMS Provider Form: The standardized form and required documentation submitted by a candidate seeking state certification at one of various levels.

ILS Skill Instructor: A skill instructor for an Advanced or Intermediate training program approved by the course medical director based on credentials for the objectives being taught.

Initial Training Course: An EMS Bureau approved course that meets the training requirements for student eligibility to complete an approved examination.

Interactive Workshop: A planned educational event under the guidance of the medical director or designee, using a scenario based format in which a skill is demonstrated, performed, evaluated and remediated, as indicated.

Licensed EMS Agency: Ambulance and non-transport services licensed by the EMS Bureau to function in Idaho.

Make-Up Training: Additional training session(s) completed prior to course ending date for any students that missed a scheduled class and associated course objectives.

National Registry of Emergency Medical Technicians (NREMT): An independent, non governmental, not-for-profit registration organization, which prepares validated examinations for the states' use in evaluating candidates for certification.

Patient Contact: Assessment and/or treatment provided to an EMS patient by an EMS student precepted in clinical or field internship training.

Physician: A person licensed by the State Board of Medicine to practice medicine or surgery or osteopathic medicine or surgery in Idaho.

Preceptor: An individual who understands the scope of practice and objectives of a specific training course who provides direct supervision and evaluation in a clinical or field internship training setting.

Primary Instructor: An EMS Bureau approved instructor identified in the course application who has specific training course responsibilities.

Psychomotor Training Objective: The skills-based component of a curriculum.

Recertification: The process of renewing the certification of an individual at the same level of practice.

Refresher Training Course: A standardized modular training program that is based upon the objectives of the initial training curriculum, which includes a structured evaluation of those objectives and is approved by the EMS Bureau.

Remediation Training: Additional training session(s) completed prior to course ending date for any students that failed to achieve course objectives.

Skill Verification: The evaluation of a student or EMS providers' ability to perform a defined assessment, action or treatment.

Student: An individual meeting all training course prerequisites and actively enrolled in an approved training course.

Successful Completion: A favorable (passing) review by the evaluating clinician, primary instructor, course coordinator, or program medical director verifying that the candidate has met all training requirements and minimum attendance requirements of an EMS training course.

I. TRAINING PROGRAM COMPONENTS

The following components are identified as being the minimal educational components necessary to conduct an approved EMS training course for initial certification and required refresher training.

A. Sponsoring Agency

1. Responsibilities of the sponsoring agency are:
 - a) to provide all educational components of the training program,
 - b) to provide the necessary resources to present the training program,
 - c) to assure that all students are presented with a course of study consistent with established educational standards for EMS training programs,
 - d) to recognize and assume the risks and liabilities associated with the presentation of the training program, and
 - e) to maintain all training records for a minimum of 4 years after course completion.
2. Eligible sponsoring agencies for First Responder, Basic EMT, Advanced, Intermediate and Paramedic courses include:
 - a) currently licensed as an ambulance or non-transport agency by the EMS Bureau,
 - b) an individual or institution in compliance with rules established by State of Idaho Department of Education, or
 - c) recognized governmental entities within the State of Idaho.
3. The only eligible sponsoring agency for the First Responder to Basic EMT Bridge course is an Idaho licensed EMS agency.

B. Personnel

1. The Course Coordinator responsibilities are:
 - a) to represent the sponsoring agency while providing all administrative oversight of the training program including maintaining required course documents,

- b) to acquire the training equipment needed for all skills objectives within the curriculum being taught,
- c) to assure that all administrative and educational standards are adhered to throughout the training program,
- d) to be available as the primary source of contact with the EMS Bureau regarding the training programs, and
- e) to schedule and coordinate all of the training program components.

2. The Primary Instructor responsibilities include:

- a) delivery of skill and lecture lessons,
- b) supervision of skills training,
- c) review and monitoring of all assistant course instructors and guest instructors to ensure compliance with the course objectives,
- d) evaluation of student performance and competency during didactic, clinical and field internship training,
- e) documentation of student performance and competency, and
- f) orientation of all guest instructors, clinical preceptors and field internship preceptors to the training course objectives consistent with the educational standard for the level of training.

3. The Skills Instructor responsibilities are:

- a) training students in skill objectives,
- b) evaluation of student performance and competency, and
- c) documentation of student performance and competency.

4. The Preceptor responsibilities are:

- a) keeping skills or education consistent with the course objectives,
- b) direct supervision of students while in the clinical or field internship environment,

- c) evaluation of student performance and competency, and
 - d) documentation of student performance and competency.
5. The Course Medical Director responsibilities are:
- a) complete oversight and authority of the training program,
 - b) verification of competency of all students,
 - c) approval of individuals as clinical and field internship preceptors,
 - d) approval of all clinical and field internship sites, and
 - e) authorizing all Advanced EMT, EMT-I and Paramedic students to take the certification exam upon successful course completion.

C. Equipment

- 1. Training programs will have access to equipment and training aids related to all skill objectives within the curricula.

D. Facilities

- 1. Classroom facilities used for EMS training programs are required to be conducive to a learning environment. This includes adequate environmental control and availability of space relative to the number of students and type of course.
- 2. Clinical facilities are locations where students perform the psychomotor objectives learned in the classroom on actual patients. Clinical facilities are required to be appropriate to the objectives of the training program.

E. Course Records

- 1. Student, administrative and instructor records are to be maintained by the sponsoring agency or institution and retained for a minimum of four (4) years.

F. Approved Curricula

- 1. The State Health Officer approves all training curricula for use in EMS initial and refresher training courses.
- 2. Training programs are required to follow the approved curricula.

3. Sponsoring agencies wanting to conduct a course for initial certification or refresher training by following a curriculum or course of study which has not been approved by the State Health Officer are required to submit for review by the EMS Bureau, the Emergency Medical Services Advisory Committee (EMSAC), and the Board of Medicine the following:
 - a) the proposed curricula and training program, and
 - b) a comparison review of approved curricula and proposed curricula.
4. Proposed curricula or training program changes may be initiated by the sponsoring agency through the EMS Bureau Regional Office.

II. TRAINING PROGRAM ADMINISTRATIVE PROCEDURES

A. All Courses

1. The course coordinator is responsible for ensuring compliance with the administrative procedures.
2. Initial certification and required refresher training programs require course application and EMS Bureau approval prior to conducting the training.
3. Training programs will be based on and encompass the entire approved curriculum for the level of training course being taught.
4. The most current version of the following standardized forms will be provided to the course coordinator upon course approval. The original course records will be submitted to the EMS Bureau as directed below:
 - a) "Course Beginning Roster": Completed by the course coordinator at the first scheduled class meeting and submitted to the EMS Bureau Regional Office within ten (10) days of the course start date,
 - b) "Master Course Attendance Record": Verified by the course coordinator and submitted to the EMS Bureau Regional Office within ten (10) days of course completion and prior to the students sitting for the certification exam,
 - c) "Master Skills Proficiency Record": Verified by the course coordinator and submitted to the EMS Bureau Regional Office within ten (10) days of course completion and prior to the students sitting for the certification exam,
 - d) "Course Completion Record": Verified by the course coordinator and submitted to the EMS Bureau Regional Office within ten (10) days of course completion and prior to the students sitting for the certification exam. All students listed on the "Course Beginning Roster" are to be listed on the "Course Completion Record" with those students who do not complete the course noted in the appropriate column.
5. The following additional class records are required to be kept by the course coordinator and may be reviewed as requested by an EMS Bureau representative:
 - a) "Master Course Schedule" to include the course schedule, as originally approved, with any changes attached such as, cancelled classes, additional classes held, dates they were held and instructors who were present.

- b) "Class Attendance Record" (per session) to include dates classes were held, lesson number, and signatures of those attending including student, instructors and skill instructors.
 - c) "Make-up Document" to include a lesson plan for the session which verifies all course objectives were achieved for each student who missed class; date of make-up session; objective(s) being taught, student and instructor signature. Make-up sessions must be completed prior to course ending date.
 - d) "Remediation Document" that verifies all course objectives were achieved for each student who failed to demonstrate, by written examination or skill evaluation, achievement of any objective during regularly scheduled class time; to include remediation action plan, date(s) and time of remediation session, performance evaluation, student and instructor signature. Remediation sessions must be completed prior to course ending date.
 - e) "Individual Skill Evaluation Sheet" that documents the evaluation of each specific skill contained in the curriculum, pass/fail criteria, student name, student performance, date of evaluation, student and instructor signature.
 - f) Quizzes / Tests / Exams: a copy of each examination administered, student name, pass/fail criteria, individual student score and date administered.
6. The course number should be utilized on all documents, records and correspondence pertaining to the approved course.
7. The sponsoring agency will only issue a course completion document to students who successfully complete the following, prior to course ending date:
- a) meet attendance requirements,
 - b) demonstrate competency in all didactic and psychomotor training objectives,
 - c) successfully complete all clinical and internship requirements, and
 - d) complete all other training program requirements for course completion.
8. Course completion documents will include:
- a) type of course,
 - b) name of the sponsoring agency or institution,
 - c) full name of student,

- d) EMS Bureau course approval number,
 - e) course location,
 - f) course completion date,
 - g) printed name of course coordinator, and
 - h) signature of course coordinator.
9. The course coordinator will attend an Idaho EMS Bureau Instructor Orientation course or equivalent. The course coordinator will be oriented to the current *EMS Training Standards Manual* and NHTSA curriculum and/or Idaho approved curriculum before the course starts.
- B. Additional Procedures for First Responder to Basic EMT Bridge Courses
- 1. The course completion document must include the course approval number, time, date, number of hours and instructor name for the First Responder course, so when combined with the Bridge course hours, the student can meet eligibility requirements for their National Registry exam.
- C. Additional Procedures for Basic EMT Courses
- 1. The Course Coordinator will submit a written plan for students to achieve a minimum of ten (10) patient contacts with the course application documents, to be completed prior to course completion.
- D. Additional Procedures for Advanced EMT Courses
- 1. Medical director approval is required of preceptors utilized in clinical and/or field internship training.
 - 2. Identify clinical and/or field internship training locations and submit with course application documents.
 - 3. Submit copies of written agreements with appropriate clinical and/or field internship training sites with the course application documents, to include:
 - a) location and effective dates,
 - b) areas of access, and
 - c) allowable skills.

4. Preceptors are required to be oriented to the clinical and/or field internship objectives. Documentation of preceptor orientation to the training program should be kept on file by the course coordinator. Orientation must occur before students arrive for training and must be consistent with scope of practice.
5. Skill instructors require approval by the course medical director based on credentials for the objectives being taught.
6. Guest instructors require approval by the course medical director based on credentials for the objectives being taught.
7. The sponsoring agency will maintain records verifying completion of the clinical and/or field internship objectives.

E. Additional Procedures for EMT-Intermediate and EMT-Paramedic Courses

1. Medical director approval is required of preceptors utilized in clinical and/or field internship training.
2. Identify clinical and/or field internship training locations and submit with course application documents.
3. Submit copies of written agreements with appropriate clinical and/or field internship training sites with the course application documents, to include:
 - a) location and effective dates,
 - b) areas of access, and
 - c) allowable skills.
4. Preceptors are required to be oriented to the clinical and field internship objectives. Documentation of preceptor orientation to the training program to be kept on file by the course coordinator. Orientation must occur before students arrive for training and must be consistent with scope of practice.
5. Skill instructors require approval by the course medical director based on credentials for the appropriate objectives being taught.
6. Guest instructors require approval by the course medical director based on credentials for the appropriate objectives being taught.
7. Clinical and field internship records verifying compliance with the training objectives will include individual patient contact records detailing:
 - a) name of student,

- b) date of contact,
 - c) incident information,
 - d) patient care provided,
 - e) preceptor name, evaluation comments, and signature, and
 - f) student signature.
8. Summary records verifying that all clinical and field internship objectives were accomplished for each student will be submitted as part of the course completion documentation.

F. Changes To An Approved Course

- 1. The course coordinator will notify the EMS Bureau Regional Consultant of proposed changes to an approved course prior to initiating the change.
- 2. Proposed changes will be in compliance with the *EMS Training Standards Manual* and approved curriculum.

III. COURSE APPROVAL PROCESS

A. All Courses Application Procedures

1. The sponsoring agency will use the most current standardized course application form which is available from the EMS Bureau Regional Office or from the Idaho EMS Bureau website, www.idahoems.org
2. Initial certification and required refresher training courses require application and EMS Bureau approval prior to conducting training.
3. The completed application, including all supporting documents, will be submitted to the appropriate EMS Bureau Regional Office.

B. Additional Application Standards for Specific Levels of Training

1. First Responder

- a) The sponsoring agency should allow at least thirty (30) days for course approval after submission of all required documents for the First Responder course.

2. First Responder to Basic EMT Bridge Course

- a) The sponsoring agency should allow at least thirty (30) days for course approval after submission of all required documents for First Responder to Basic EMT Bridge course.
- b) The application used for the First Responder to Basic EMT Bridge course will be the same as the Basic EMT course application.
- c) Time spent in the defined modules should be aligned to meet minimum recommended hours for the Bridge course using a Basic EMT course outline for topics, the Bridge course curriculum guide and, if used, the student pre-assessment tool.

3. Basic EMT

- a) The sponsoring agency should allow at least thirty (30) days for course approval after submission of all required documents for the Basic EMT course.

4. Advanced and Intermediate-EMT

- a) Advanced and Intermediate EMT courses require initial application sixty (60) days in advance for course approval.
- b) Prior to course approval being granted, the Advanced and Intermediate EMT initial course application process requires a course planning meeting. Participants will include the course coordinator, primary instructor, medical director, and regional consultant to review course requirements and educational standards.

5. EMT-Paramedic

- a) Paramedic courses require initial application sixty (60) days in advance for course approval.
- b) Prior to course approval being granted, Paramedic initial course application process requires a course planning meeting. Participants will include the course coordinator, primary instructor, medical director, and regional consultant to review course requirements and educational standards.
- c) Standing approval may be granted to Paramedic program training organizations with current program accreditation from the Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP).

C. Bureau Review of Course Applications

- 1. Upon receipt of a course application, the regional consultant will verify compliance with the current *EMS Training Standards Manual* and approved curricula.
- 2. The regional consultant may contact the course coordinator and/or primary instructor for any necessary clarifications.
- 3. The regional consultant may submit a course review to the EMS Bureau Provider Resources Coordinator and request assistance in determining compliance with *EMS Training Standards Manual* and approved curricula.
- 4. The regional consultant will notify the course coordinator of the outcome of the training approval request by either;
 - a) approving the course and assigning a course number, or
 - b) denying the request in writing with noncompliant issues identified.

IV. TRAINING STANDARDS

A. Initial and Refresher Course Standards

1. The course coordinator, primary instructor and medical director are responsible to assure minimum training standards are maintained throughout the course.
2. The course will be instructed under the direction of the primary instructor designated on the application.
3. Each student is required to have a core textbook consistent with the objectives of the approved curriculum.
4. The student to instructor ratio shall be no greater than 6:1 for all psychomotor skills training.
5. All students will be oriented to the functional job position description from the approved curriculum no later than the second classroom session.
6. Students will be trained consistent with the current scope of practice as defined in *IDAPA 22.01.06, Board of Medicine Rules for EMS Personnel*.
7. Training credentials and experience of guest instructors will be consistent with the objectives being taught.
8. Students are required to attend 90% of the scheduled class hours for all courses and demonstrate achievement of 100% of course objectives.
9. Make-up training is required of all students missing classes to complete minimum attendance requirements and all course objectives.
10. Remediation training is required for all students who fail to meet minimum proficiency levels.
 - a) Remediation will be completed, when necessary, after the student deficiency is documented, and before the student receives training beyond the module in which the need for remediation was identified.
 - b) Remediation is to be scheduled in addition to the core course and prior to the course ending date.

B. Additional Standards for Specific Levels of Training

1. First Responder - Initial:

- a) First Responder primary instructors require EMS Bureau approval,
- b) EMS Bureau approved instructors must personally instruct 75% of the scheduled course.

2. First Responder - Refresher:

- a) First Responder primary instructors require EMS Bureau approval,
- b) EMS Bureau approved instructors must personally instruct 75% of the scheduled course,
- c) First Responders can attend a Basic EMT refresher course to meet the refresher requirement for recertification acknowledging that:
 - (1) First Responders attending a Basic EMT refresher course are required to attend the entire course,
 - (2) scope of practice or level of certification does not change for First Responders who complete a Basic EMT refresher course,
 - (3) the instructor will differentiate the scope of practice relative to each level of provider attending the refresher course, and
 - (4) a Basic EMT refresher course taken by a First Responder must have as the primary instructor a Basic EMT approved instructor.

3. First Responder to Basic EMT Bridge Course

- a) The First Responder to Basic EMT Bridge course is the same as a Basic EMT course and the same standards apply.
- b) Instructors are encouraged to use a validated preassessment exam for potential students. Exam results can then be utilized to define deficiencies to determine focus areas needed in each of the seven modules.

4. Basic EMT - Initial

- a) Basic EMT primary instructors require EMS Bureau approval,

- b) EMS Bureau approved instructors must personally instruct 75% of the scheduled course,
- c) Student Prerequisites: CPR skills are a prerequisite for Basic EMT students. Essential elements include: patient assessment, scene survey, recovery position, infection control, recognizing a heart attack, Adult, Child & Infant CPR including 1& 2 rescuer, mouth-to mouth, mouth-to mask, bag-valve mask, conscious and unconscious choking procedures.
- d) Clinical training for the Basic EMT student must include a minimum of ten (10) EMS patient contacts under the supervision of a preceptor, in either a clinical training site or within a field internship program.

5. Basic EMT – Refresher:

- a) Basic EMT primary instructors require EMS Bureau approval,
- b) EMS Bureau approved instructors must personally instruct 75% of the scheduled course.

6. Advanced EMT – Initial:

- a) Primary instructors require EMS Bureau approval,
- b) Advanced EMT courses require medical director oversight and approval,
- c) guest instructors require medical director approval,
- d) students shall be eligible for or hold current Idaho certification or National Registry certification at the Basic EMT level, to enroll in an Advanced EMT course,
- e) students shall demonstrate competency in the corresponding didactic course objectives prior to clinical training related to those objectives,
- f) clinical training will be completed at locations consistent with the objectives of the training program and approved by the course medical director,
- g) students may act only under direct supervision of an approved preceptor during clinical training, and
- h) clinical training will meet the requirements outlined in the approved “Advanced EMT Clinical Objectives.” (See Appendix A).

7. Advanced EMT – Refresher:

- a) Primary instructors require EMS Bureau approval,
- b) Advanced EMT-A refresher courses require medical director approval and oversight.

8. EMT-Intermediate - Initial

- a) Primary instructors require EMS Bureau approval,
- b) Primary instructor will personally instruct or monitor at least 90% of the didactic training of the course and must instruct or oversee the skills training sessions.
- c) EMT-Intermediate courses require medical director oversight and approval,
- d) students shall be eligible for or hold current Idaho certification or National Registry certification at the Basic EMT level, to enroll in an EMT Intermediate course,
- e) students shall demonstrate competency in the corresponding didactic course objectives prior to clinical training related to those objectives,
- f) clinical training will be completed at locations consistent with the objectives of the training program and approved by the course medical director,
- g) clinical training will meet the requirements outlined in the approved EMT-Intermediate curriculum guide,
- h) students shall complete all course objectives prior to initiating field internship,
- i) students may act only under direct supervision of an approved preceptor during clinical training and field internship.

9. EMT-Intermediate Refresher

- a) A formal refresher course for Intermediates is not required for recertification; therefore the EMS Bureau does not establish criteria for approval.

10. EMT-Paramedic – Initial:

- a) Primary instructors require EMS Bureau approval,

- b) EMT-Paramedic courses require medical director oversight and approval,
- c) students shall be eligible for or hold current Idaho certification or National Registry certification at the Basic EMT level, to enroll in a Paramedic course,
- d) students shall complete and demonstrate competency in the didactic course objectives prior to initiating clinical training,
- e) students shall demonstrate competency in the corresponding didactic course objectives prior to clinical training related to those objectives,
- f) clinical training will be completed at locations consistent with the objectives of the training program and approved by the course medical director,
- g) clinical training will meet the requirements outlined in the approved EMT-Paramedic curriculum guide,
- h) students shall complete and demonstrate competency in the didactic and clinical course objectives prior to initiating field internship,
- i) students may act only under direct supervision of an approved preceptor during clinical training and field internship.

11. EMT-Paramedic – Refresher:

- a) A formal refresher course for Paramedics is not required for recertification, therefore the EMS Bureau no longer establishes criteria for course approval.

V. INSTRUCTOR STANDARDS

A. Application and Approval Process

1. An individual seeking approval as an Idaho EMS instructor shall submit an instructor application to the EMS Bureau Regional Office, using the most current standardized application which is available from the EMS Bureau Regional Office or from the Idaho EMS Bureau web site, www.idahoems.org.
2. At the time of application for instructor status, an individual shall possess current EMS certification or National Registry registration or professional licensure at or above the level of instructor status being requested.
3. Primary instructors must be Idaho EMS Bureau approved instructors.
4. The EMS Bureau Provider Resources Coordinator will:
 - a) review the instructor application for completeness, verify credentials as listed on the application, and determine equivalency as indicated and notify the applicant of disposition.
5. Applicants eligible for Basic EMT level instructor approval will also be approved to teach the First Responder level training course.
6. Applicants eligible for Paramedic level instructor approval will also be approved to teach the Advanced and Intermediate level training courses.

B. First Responder Instructor Qualifications

1. Certification at or above the First Responder level for a minimum of three (3) years.
2. Completion of an Idaho EMS Bureau Instructor Orientation course.

C. Basic EMT Instructor Qualifications

1. Certification at or above the Basic EMT level for a minimum of three (3) years.
 - a) Certification at the Basic EMT level is required of any allied health care professional.
2. Completion of an Idaho EMS Bureau Instructor Orientation course.
3. Successful completion of an Adult Instructional Methodology course approved by the EMS Bureau based on content that includes the following course content:

- a) the adult learner,
 - b) learning objectives,
 - c) learning process,
 - d) lesson plans,
 - e) course materials,
 - f) preparation
 - g) teaching aids,
 - h) teaching methods, and
 - i) evaluations.
4. For courses already approved as acceptable Adult Instructional Methodology courses, see Appendix B.
 5. The EMS Bureau may request additional documentation to facilitate a comparison of equivalency to alternative Adult Instructional Methodology courses, to include a copy of the course transcript or course completion certificate from the institution conducting the equivalent training and a copy of the learning objectives from the course being considered for equivalency status.
 6. Determination of equivalency for orientation to the curriculum will be made on a case-by-case basis.

D. Advanced EMT Instructor Qualifications

1. Approval as Advanced EMT Instructor is based on the submission of qualifying credentials, education or experience corresponding to the knowledge and skills objectives of the Advanced EMT curriculum.
2. To verify qualifications, candidates will submit the following documentation with their application, as applicable:
 - a) proof of all training certificates or diplomas,
 - b) previous teaching experience in Advanced level EMS courses,
 - c) evidence of professional or community teaching experience,
 - d) length and type of certification for any health care provider level of

certification other than EMS,

- e) evidence of familiarity with the corresponding National Standard Curriculum by assisting a qualified instructor plan and/or teach an Advanced EMT course,
- f) a physician recommendation letter, and/or
- g) a resume with contact information.

E. EMT-Intermediate Instructor Qualifications

1. Certification as one of the following must be documented:
 - a) three (3) or more years at or above the Idaho EMT-I certification level;
 - b) Idaho licensure as a physician, licensed professional nurse or other mid-level health care provider and current certification at any EMS provider level, or
 - c) employment as an instructor by a college or university with a paramedic program accredited by the Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP).
2. Completion of an Idaho EMS Bureau Instructor Orientation course within 18 months of the proposed course start date or instructor application submission.
3. Successful completion of an Adult Instructional Methodology course approved by the EMS Bureau based on content defined in Section V.D.3

F. EMT-Paramedic Instructor Qualifications

1. Approval as a Paramedic Instructor is based on the submission of qualifying credentials, education or experience corresponding to the knowledge and skills objectives of the Paramedic curriculum.
2. To verify qualifications candidates will submit the following documentation with their application, as applicable;
 - a) proof of all training certificates or diplomas,
 - b) previous teaching experience in Paramedic level EMS courses,
 - c) evidence of professional or community teaching experience,
 - d) length and type of certification for any health care provider level of certification other than EMS,

- e) evidence of familiarity with the corresponding National Standard Curriculum by assisting a qualified instructor plan and/or teach a Paramedic course,
- f) a physician recommendation letter, and/or
- g) a resume with contact information.

G. Maintaining Instructor Approval

1. Instructor approval is contingent upon:
 - a) maintaining current EMS certification or National Registration at or above that level of instruction,
 - b) maintaining proficiency by attending instructor continuing education during the corresponding EMS certification period to include topics such as the adult learner, learning objectives, learning process, lesson plans, course materials, preparation of teaching aids, teaching methods and evaluations.

VI. TRAINING PROGRAM EVALUATION

A. The EMS Bureau Review Process

1. EMS Bureau staff may monitor courses for compliance with training and educational standards.
2. Training programs and/or sponsoring entities may be evaluated for compliance to training standards by EMS Bureau staff or independent evaluators.
3. Instructor performance may be evaluated by:
 - a) students, using an standard evaluation tool adopted or developed, and executed by the EMS Bureau.
 - b) EMS Bureau staff , by review of student performance on National Registry exam and/or other standardized course exams or course monitoring.
4. Course coordinator performance may be evaluated for compliance to training standards by EMS Bureau staff or independent evaluators.

B. Training Program Evaluation Findings

1. The information obtained from training program evaluations and summary findings will be reviewed with the course coordinator.
2. Summaries of training program findings may be made available to licensed EMS services and organizations sponsoring EMS training programs upon request.

C. Non-Compliance Issues

1. Sponsoring entities found to be non-compliant with Idaho EMS training and/or educational standards may have course approval revoked or be denied approval of future course(s) or be denied eligibility to training grant funds.
2. Instructors found to be non-compliant with training and/or educational standards may have their instructor approval status revoked upon Bureau review, considering any recommendations from the Emergency Medical Services Advisory Committee Education Sub-committee.
3. Course coordinators found to be non-compliant with training and/or educational standards may be denied the ability to act as course coordinator for future courses, based on review findings of EMS Bureau staff.

APPENDIX A

Idaho *EMS* Bureau

Advanced EMT Clinical Rotation Objectives

The student shall demonstrate the ability to safely & successfully perform the following skills:

1. Assist patients with medications
2. Endotracheal intubation
3. Gain venous access in all age group patients
4. Monitor blood glucose levels with use of automated devices or reagent strips
5. Monitor oxygen saturation with the use of pulse oximetry
6. Effectively ventilate un-intubated patients of all age groups
7. Perform a comprehensive assessment on pediatric patients
8. Perform a comprehensive assessment on adult patients
9. Perform a comprehensive assessment on geriatric patients
10. Perform a comprehensive assessment on obstetric patients
11. Perform a comprehensive assessment on psychiatric patients
12. Perform a comprehensive assessment, formulate and implement a treatment plan for patients with chest pain
13. Perform a comprehensive assessment, formulate and implement a treatment plan for patients with dyspnea/respiratory distress
14. Perform a comprehensive assessment, formulate and implement a treatment plan for patients with syncope
15. Perform a comprehensive assessment, formulate and implement a treatment plan for patients with altered mental status
16. Serve as a team leader in prehospital situations
17. Comprehensive medical legal documentation relative to the Advanced EMT scope of practice.

APPENDIX B

Idaho *EMS* Bureau

The following specific courses are approved by the EMS Bureau as acceptable Adult Instructional Methodology courses;

- a) EMS Instructor Methodology Course: developed at College of Southern Idaho,
- b) Instructional Presentation Skills: Emergency Management Institute sponsored by FEMA (G265)
- c) Instructor Development Course: Self-Study Program for Short-Term Program Instructors (Idaho Vo-Ed)
- d) Instructor Development: Idaho Peace Officers Standards and Training Academy
- e) Fire Fighter Certification System, Fire Instructor I, II and III: Department of Defense
- f) Facilitative Instructor: National Wildfire Coordinating Group (M410)